FIRST AID POLICY

Help for non-English speakers

If you need help to understand the information in this policy, please contact the main office of Nelson Park school (03) 52783620.

1. RATIONALE:

a. All students have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid.
b. The school has procedures for supporting student health for students with identified health needs and will provide a basic first aid response as set out in the procedure below to ill or injured students due to **unforeseen circumstances** and requiring **emergency** assistance.
c. These procedures have been communicated to all staff and are available for reference from the school office.
d. This policy applies to both the Libau and Illinois Campus and any difference between campuses is specified.

2. AIMS:

a. To administer first aid to students when in need in a competent and timely manner.
b. To communicate student's health problems to parents.
c. To provide supplies and facilities to cater for the administering of first aid.
d. To maintain a sufficient number of staff members trained with a level 2 first aid certificate.

Staffing

The Principal will ensure that Nelson Park School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community. Our school's trained first aid officers are listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training. This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan.

3. IMPLEMENTATION:

a. As per DET regulations, a sufficient number of staff will be trained to Level 2 First Aid. All ES staff will be trained with up-to-date CPR.
b. The first aid room will be available for use at all times.
c. First aid kits are available in the first aid room at both campuses, the Administration office, Year 7-9 AP's Office, Illinois Office First Aid and the Early Years kitchen area.
d. All injuries or illnesses that occur during class time will be referred to the administration staff who will manage the incident. All injuries or illnesses that occur during the recess or lunch breaks will be referred to the First Aid Trained nominated staff members who are not rostered on the Engaged Play Roster.
e. Staff members who witness a serious injury/accident are required to complete a Cases21 Incident Notification Form and hand to the Administration Office for processing on Cases21 within 24 hours.

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f. Parents of all students who receive first aid will receive a completed Parent Notification Form indicating the nature of the injury, any treatment given, and the name of the staff member providing the first aid. For more serious injuries/illnesses, the parent/guardians must be contacted by the appropriate staff so that professional treatment may be organised. Any injuries to a student's head, face, neck or back must be reported to parents/guardian by phone or in person.
g. Any student who is administered treatment by a doctor/hospital or ambulance officer because of an injury will be reported to the Education Department Emergency and Security Management and this incident will then be reported within 48 hours to WorkSafe.
h. Where possible a staff member will accompany a student travelling alone in an ambulance or to the doctor's surgery.
i. All accidents should be reviewed by the First Aid Officer and OH&S representative to ensure risk minimization.
j. Parents of ill students will be contacted to collect the students and take home or seek further medical treatment. If parents/guardians are unavailable then the school will call emergency contacts.
k. Parents who collect students from school for any reason (other than emergency) must sign the student out of the school in a register maintained at the school office.
l. All staff have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action.
m. All school camps will have at least one Level 2 first aid trained staff member at all times and also a Midazolam trained staff member if a student with epilepsy is attending.
n. A comprehensive first aid kit (available from the First Aid Officer) will accompany all excursions and camps. Each Nelson Park School bus has its own first aid kit.
o. Staff to let the First Aid Coordinator know when planning for any event (e.g. excursions, camps, sporting events). This pre-warning allows for a suitable first aid kit to be completed by coordinator in readiness for the specific event.
p. All students attending camps or excursions will have provided a signed medical form providing medical detail and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms to be taken on camps and excursions, as well as kept at school.
q. A copy of the First Aid Policy is to be provided to all staff at the commencement of the year.
r. Requests for updated first aid information will be sent home annually including requests for any asthma management and/or anaphylaxis plans, high priority medical forms, and reminders to parents of the policies and practises used by the school to manage first aid, illnesses and medication throughout the year.
s. Please note that the school has an Anaphylaxis policy.
t. Nelson Park School has general use Epipen's kept in the Administration Office, Senior Office and Early Years Office as well as in the office at the Illinois Campus.

4. FIRST AID OFFICER:

Consistent with the Department's First Aid Policy and Procedures, the school will have nominated First Aid Officers as well as First Aid Trained Staff members who will be responsible for assisting children with first aid as required.

The First Aid Officer will be responsible for:

a. Purchase and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the first aid room as listed in Appendix A.

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b. Ensuring all medicines kept in the sick bay are within their use by date.
c. Ensure that all serious incidents/accidents are documented by the staff member who witnessed the accident/incident on a CASES21 Incident Notification Form.

5. NOMINATED FIRST AID TRAINED STAFF MEMBERS:

Education Support staff who have been nominated and have Level 2 First Aid training will receive a 'First Aid Allowance' and will be placed on a roster to ensure fair and equal distribution of duties. Their specific duties include:

a. Ensuring Level 2 First Aid training is kept up to date.
b. Providing first aid services which may include; management of severe bleeding, basic wound care, fractures, soft tissue injury, asthma management etc.
c. Recording all first aid treatment. A copy of treatment provided shall be forwarded with the student where further assistance is sought. The first aider should respect the confidential nature of any information given.
d. Providing input on first aid requirements for excursions and camps.
e. The First Aid trained staff will be available at the school during normal working hours and at other times as required e.g. during special events, camps etc.
f. Where possible, only staff with first aid qualifications will provide first aid. However, in an emergency other **staff may be required to help within their level of competency.**

6. PROCEDURES FOR MEDICAL TREATMENT:

a. In the event of a student requiring medical attention, an attempt will be made to contact the parents/guardians before calling for medical attention except in an extreme emergency.
b. In serious cases, parents/guardians will always be informed as quickly as possible of their child's condition and of the actions taken by the school.
c. All accidents and injuries will be recorded on the Department's injury management system on CASES21.
d. A Compass Chronicle will be added for all first aid incidents indicating date and time of attendance in the Sick Bay, the treatment given and the person administering the first aid.
e. It is the policy of the school that all injuries to the head, face, neck and back are reported to Principal Class Officer or nominee and that parents/emergency contacts are contacted regarding the injury.
f. First aid kits will be available for all groups that leave the school on excursions. The content of these kits will be dependent on the nature of the activities, the number of students and staff, and the location of the excursion.

Asthma First Aid

All Year 7-12 students with documented asthma management plans will carry the appropriate medication at all times. Teachers will monitor this. For students in Years Prep-6 with an asthma plan, the teacher will ensure that the student has ready access to medication.

If the student has an Asthma Action Plan, follow the first aid procedure immediately. If no plan is in place, Asthma Action Plan is available in the steps outlined below and should be taken immediately.

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Assessment and First Aid Treatment of an Asthma attack

If a student develops signs of what appears to be an asthma attack, appropriate care must be given immediately.
All students judged to be having a severe asthma attack require emergency medical assistance.

The 4 Step Asthma First Aid Plan (displayed in Sick Bay and classrooms):

Step 1: Sit the student down in as quiet an atmosphere as possible. Breathing is easier sitting rather than lying down. Be calm and reassuring. Do not leave the student alone.
Step 2: Without delay give 4 separate puffs of a blue reliever medication (*Airomir, Asmol, Epaq or Ventolin*). The medication is best given one puff at a time via a spacer device. If a spacer device is not available, simply use the puffer on its own. Ask the person to take 4 breaths from the spacer after each puff of medication.
Step 3: Wait 4 minutes. If there is little or no improvement repeat steps 2 and 3.
Step 4: If there is still little or no improvement; call an ambulance immediately (dial 000). State clearly that a student is having 'breathing difficulties' due to asthma.
Continuously repeat steps 2 and 3 while waiting for the ambulance.

Appendices, which are connected with this policy, are:

- Appendix A: First Aid Kit Contents list
- Asthma Management Form for parents

First Aid Management

If there is a situation or incident which occurs at school or a school activity which requires first aid to be administered to a student:

- Staff who have been trained in first aid will administer first aid in accordance with their training. In an emergency situation, other staff may assist in the administration of first aid within their level of competence.
- In a medical emergency, staff may take emergency action and do not need to obtain parent/carer consent to do so. Staff may contact Triple Zero "000" for emergency medical services at any times.
- Staff may also contact NURSE-ON-CALL 9 (on 1300 60 60 24) in an emergency. NURSE-ON-CALL provides immediate, expert health advice from a registered nurse and is available 24 hours a day, 7 days a week.
- If first aid administered or a minor injury or condition, Nelson Park School will notify parents/carers by contacting home to parents/carers via a notice slip sent home with the child.
- If first aid is administered for a serious injury or condition, or in an emergency situation, school staff will attempt to contact parents/carers or emergency contacts as soon as reasonably practical.
- If staff providing first aid determine that an emergency response is not required but that medical advice is needed, school staff will ask parents/carers, or an emergency contact person, to collect the student and recommend that advice is sought from a medical practitioner.
- Whenever first aid treatment is administered to a student resulting from a student incidence, injury or illness, Nelson Park School will:
    a) Record the provision of first aid treatment on Compass.
    b) If the first aid treatment is provided following a recorded incident, the details are recorded through the eduSafe Plus Incident form. For all other presentations, the eduSafe Plus Sick Bay form is used.

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c) If care was provided in response to a medical emergency or reportable incident, follow the Department's Reporting and Managing School Incidents Policy, including reporting the incident to the Department's Incident Support and Operations Centre on 1800 126 126 where required to under that policy.

7. COMMUNICATION:

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website.
- Included in staff induction processes.
- Discussed at staff briefings/meetings as required.
- Discussed at parent information nights/sessions as required.
- Discussed at student forms/through communication tools.
- Made available in hard copy from school administration upon request.

8. FURTHER INFORMATION AND RESOURCES:

This policy should be read in conjunction with the following Department policies and guidelines:

- First Aid for Students and Staff
- Health Care Needs
- Infectious Diseases
- Blood Spills and Open Wounds
- Medication
- Syringe Disposals and Injuries

The following school policies are also relevant to this First Aid Policy:

- Administration of Medication Policy
- Anaphylaxis Policy
- Asthma Policy
- Duty of Care Policy
- Health Care Needs Policy

9. POLICY REVIEW AND APPROVAL

This policy will be reviewed as part of the school's three-year review cycle.

Policy last reviewed	17/05/2025
Approved by	Principal
Next scheduled review date	MAY 2028

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APPENDIX A:

First Aid Kit Contents:

Consistent with the Department's First Aid Policy and Procedures the school will maintain a First Aid Kit that includes the following items:

- An up to date first aid book – examples include:
  - First aid: Responding to Emergencies, Australian Red Cross
  - Australian First Aid, St John Ambulance Australia (current edition)
  - Staying Alive, St John Ambulance Australia, (current edition)
- Wound cleaning equipment
  - Gauze swabs: 100 of 7.5 cm x 7.5 cm divided into small individual packets of five.
  - Sterile saline ampoules: 12 x 15 ml and 12 x 30 ml.
  - Disposable towels for cleaning dirt from skin surrounding a wound.
- Wound dressing equipment
  - Sterile, non-adhesive dressings, individually packed: eight 5 cm x 5 cm, four 7.5 m x 7.5 m, four 10 cm x 10 cm for larger wounds.
  - Combine pads: twelve 10 cm x 10 cm for bleeding wounds.
  - Non-allergenic plain adhesive strips, without antiseptic on the dressing, for smaller cuts and grazes.
  - Sterilised strips for holding deep cuts together in preparation for stitching.
  - Non-allergenic paper type tape, width 2.5 cm–5 cm, for attaching dressings.
  - Conforming bandages for attaching dressings in the absence of tape or in the case of extremely sensitive skin.
  - Six sterile eye pads individually packed.
- Bandages
  - Four triangular bandages, for slings, pads for bleeding or attaching dressings, splints, etc.
  - Conforming bandages: two of 2.5 cm, two of 5 cm, six of 7.5 cm and two of 10 cm – these may be used to hold dressings in place or for support in the case of soft tissue injuries.
- Lotions and ointments
  - Cuts and abrasions should be cleaned initially under running water followed by deeper and more serious wounds being cleaned with sterile saline prior to dressing. Antiseptics are not recommended.
  - Any sunscreen, with a sun protection factor of approximately 15+.
  - Single use sterile saline ampoules for the irrigation of eyes.
  - Creams and lotions, other than those in aqueous or gel form, are not recommended in the first aid treatment of wounds or burns.
  - Asthma equipment (which should be in all major portable kits, camping kits, sports kits, etc.).
  - Blue reliever puffer (e.g. Ventolin) that is within use by date.
  - Spacer device.
  - Alcohol wipes.

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